

Sullivan County NH

Type of meeting: Board of Commissioners Public Meeting Minutes

Date/Time: Tuesday, October 14, 2008; 3 PM

Place: Unity – Sullivan County Health Care Facility

Attendees: Commissioners Jeffrey Barrette – *Chair*, Bennie Nelson – *Vice Chair* and Ethel Jarvis – *Clerk*; Greg Chanis – *County Administrator*; Ted Purdy – *S.C.H.C. Administrator*; Ross Cunningham – *DOC Superintendent*; County High Sheriff Michael Prozzo; and Sharon Johnson-Callum (SJC / minute taker).

Public Attendees: Bill Royce – Sportsman Club President; State-County Delegate Larry Converse

3:02 The Chair, Commissioner Barrette, opened this rescheduled business meeting and led all in the *Pledge of Allegiance*.

Agenda Item No. 1 Firing Range Update

Mr. Royce brought forward to the table copies of the proposed NRA firing range design site plan [Appendix A] and discussed the proposal with the Board. Housing units on plan are roofed shooting benches. Sheriff Prozzo confirmed he had reviewed the design. and spoke to the Town of Unity to let them know the sportsman club would be approaching the town to speak regarding firing range. After confirming with all no one checked State noise laws, Commissioner Jarvis indicated she would do so. Mr. Chanis confirmed, to Commissioner Jarvis, he would attain a copy of the property deed. Mr. Royce indicated, once both County and Town approved the project, site work could begin within six weeks. It was noted the area encompasses 5.3 acres, with the upper field used as a buffer to the tree zone, total area with upper field is 7.3 acres. Signs, warning of the firing range, could be placed along the tree line area, and the field could remain in agricultural use. Sheriff confirmed a short range design is their primary need; but he and Supt. Cunningham noted they do have rifles requiring at least 75 yards / 250 ft range. Mr. Chanis noted the Board should discuss a draft lease if entering an agreement with the club. Mr. Royce asked if the Board would prefer a "range officer" or gate with key card? He noted they have an idea of hours and the time of year for range operation. Commissioner Barrette would like to see as much use by citizens of County property and would like to move forward to discuss agreement terms. Commissioner Jarvis is not in favor of a private organization and County shooting range partnership, when the area could be used for food. She would like a small range for law enforcement only. She noted landfills would be good sites for firing ranges. Mr. Chanis indicated he spoke to County Forester, Chuck Hersey, who confirmed the County's overall land is the highest quality agricultural land in the area. Commissioner Nelson feels all his concerns would be answered within the community. Sheriff and Bill Royce confirmed Cheshire County is the closest County range, Grafton County uses a local sportsman's club range; New London PD uses a place in Merrimack, U.S. Marshall service has a range in Concord off 106, State Troopers have an in-door range at the Concord Academy. Sheriff used Ruger range to qualify officers until it was closed, then used a private piece of property in Charlestown for their last qualification. Mr. Chanis reminded the Board that County leases entered into must be approved by the Delegation and suggested they go before the Delegation before holding a public

hearing. Rep. Converse confirmed this issue had not been discussed by any of the Delegates, as of yet. After a brief discussion, Mr. Chanis confirmed he could review the proposed firing range plan with the Delegates at their meeting scheduled for tomorrow.

3:37 Motion: create a committee of the Sheriff, Supt. Cunningham, Mr. Chanis to sit with sportsman club, work out hours, access, and anything else; and bring it back to the Board, and if conceptionally on board, bring to Delegation, and if they are on board, then go forward to Town of Unity.
Made by: Nelson. Seconded by: Barrette.
Voice vote: Nelson and Barrette in favor. Jarvis against. The vote carried with the majority.

Mr. Chanis will contact Mr. Royce next week regarding committee.

Agenda Item No. 2. D.O.C. Superintendent's Report

Agenda Item No. 2.a. Promotions

Supt. Cunningham noted promotions would be handled at their next meeting.

Agenda Item No. 2.b. Census

Supt. Cunningham distributed the census document [Appendix B]. Commissioner Barrette wanted to make it known: when Sullivan DOC bed space becomes reasonable again, based on the jail project, they have a lot of favor's to return; if it were not for these other counties helping, Sullivan would be in a very very serious situation and when the County is at liberty to help out, this will be why Sullivan will be helping those counties. Supt. Cunningham noted sister counties Cheshire and Merrimack have been very helpful; with Hillsborough, they approached Sullivan to house a very unique case and in doing so opened the invitation for Sullivan, which he took advantage of, requesting they house two Sullivan inmates. Supt. Cunningham spoke briefly of a large contraband issues regarding weekend sentences, noting he feels they should do weekday reporting, and will be dealing with this issue.

Agenda Item No. 2.c. Staffing

Supt. Cunningham anticipates filling an open officer position by Friday.

Supt. Cunningham discussed a wage increase proposal document [Appendix C.1-4] to increase the low-end hourly rate of DOC Correctional Officers (C.O.) from \$11.63 to \$12.66. Reasoning: Cheshire County is moving to hire 20 Officers, a survey was conducted of the other 9 counties (as seen in Appendix C), to make the pay in Sullivan competitive for retention and recruitment. He noted five of his officers live close to the Cheshire border and have been approached by that County. He noted this proposal was reviewed with the Human Resource Director and County Administrator, and, if approved, would like the new rate effective 1/1/09. He confirmed new C.O.'s would start at \$12.50 and at the one year certification would increase to \$12.66; then the next group would be tenured people. He confirmed no one is outside the level in the C.O. division, except one employee, which they will catch up with this year. He noted the document reflects the bottom tier - 5 years or less. Supt. Cunningham confirmed he has one officer with a Master's Degree and two with Bachelor's degrees. Supt. Cunningham pointed out \$11,405 is the

maximum needed to cover this proposal from 1/1/09 to end FY09. Supt. Cunningham confirmed the pay compared to other counties was brought forth during FY09 budget preparations and exposed to Delegation. Commissioner Barrette concurred with being in line with the two larger jails (Springfield/Cheshire). He's unsure of any guarantee those facilities won't increase their salaries, but feels Sullivan should deal with this on a short-term basis. Commissioner Nelson concurred this is just a small step they can do between budgets.

4:01 Motion: to give [Superintendent] Ross [L. Cunningham] the go ahead to do this [salary proposal shown in Appendix C].

Seconded by: Nelson. Seconded by: Jarvis. Discussion – need to stay within the budget, but need to be competitive.

Voice vote: all in favor.

Non Agenda Item Fence Upgrades Proposal

Supt. Cunningham noted four companies responded to the bid, but two do not deal with Constantine wiring, so withdrew their bids. They selected "Fences Unlimited". They have requested a reevaluation of the materials list due to skyrocketing cost of materials. Materials cost will be within the \$20,000 range.

Non Agenda Item Security System Upgrades

The security system upgrades bid request has been out for a month and will be brought to the Board at a later date.

Non Agenda Item THU Smoke Alarms

Supt. Cunningham confirmed one of the smoke alarms was triggered due to smoking by THU inmate, who is no longer at the THU; while the other alarm was set by a sanding project going in the room across from Sargent Gokey's office in the THU. Mr. Chanis noted Facilities & Operations has covers for the smoke alarms for projects such as this.

Agenda Item No. 4 Sullivan County Health Care Administrator's Report

Agenda Item No. 4.a. Census

Mr. Purdy reviewed census documents [Appendix D.1-7.]. He noted Medicaid census is where we have the most growth opportunity. Documents reviewed included:

- ☐ *September 2008 census*
- ☐ *Quarterly Resident & FY08 Census*
- ☐ *Medicare Length of Stay Analysis*

Commissioner Jarvis requested a list of Accounts Receivables (AR's). Commissioner Nelson concurred, noting they need to refocus on AR's. Commissioner Barrette noted, based on audit numbers, they discounted us a high amount for AR's, around \$450,000. Mr. Purdy and Mr. Chanis spoke briefly of how the auditors calculated the AR's, noting the auditor's big issue was the net increase of AR total, which collates to amount to be borrowed. Mr. Chanis reminded the Board Mr. Purdy did not come on board with Sullivan until late in the year, but has put together a plan to address the issues and the County is beginning to see a decrease. Mr. Purdy confirmed this month was showing a decrease of \$50,000. Mr. Purdy confirmed he would make sure the AR's summary sheet was part of future monthly reports to the Board. Mr. Chanis reminded the Board, if they were looking at draft financials given out earlier in the month, the financials do not include the revenues for full preceding month.

Commissioner Barrette noted, it would be helpful in public sessions during their Unity meeting, to go through and look at where County stands in terms of revenue and expenses for previous three months; to perform this review quarterly – at minimum, and, at maximum – monthly; it would be good exercise for all, with this tasked moved to the finance person when the position is filled.

Mr. Purdy continued reviewing the following documents:

- ☐ *Summary Admission/Discharge List*
- ☐ *Summary Admission/Discharge List Totals*
- ☐ *Summary Admission/ Discharge List of HCB, INS, MCD, MRA and PVT*

Agenda Item No. 3. Staffing

Mr. Purdy indicated staffing has remained level over past few months. They are holding a job fair Saturday 9 a.m. to 3 p.m. to promote per diem and placed an ad in the paper, which has run for a couple weeks. The Staffing Coordinator [Melissa Barrette] will be available to speak with people and tour them through the facility. Commissioner Nelson questioned if notices of the fair were sent to the schools. Mr. Purdy was unsure, but confirmed he would check. Mr. Purdy distributed a one-page document [Appendix E] pertaining to FY09 Q1 agency nursing usage. Mr. Purdy confirmed staffing levels are tracked through payroll reports. He confirmed employed staff levels are similar to last year. Commissioner Barrette requested numbers on current SCHC County staff levels compared to those on staff last year. Mr. Purdy confirmed he could get those numbers. Commissioner Jarvis requested the LNA base and upper wage. Mr. Purdy confirmed he would obtain that information.

Non Agenda Item Food Service Director

Commissioner Nelson pointed out the Board had yet to meet the new Food Service Director. Mr. Purdy confirmed he would arrange the meeting.

Non Agenda Item SCHC NH State Survey

Commissioner Jarvis requested a hard copy of the NH State survey and plan of action. Mr. Purdy and Ms. Johnson-Callum confirmed the Board received copies of these in their in boxes at the Commissioners Office late last week.

4:33 Mr. Purdy left the room

Agenda Item No. 4. **County Administrator**

Agenda Item No. 4.a. S.C.H.C. Advisory Panel Update

Mr. Chanis noted they do not have the information ready and requested they defer this to the next meeting.

Agenda Item No. 4.b. Decision on New Hire Benefit Options

Mr. Chanis noted Human Resource Office requested the Board decide on option(s) for new non-union hires.

4:35 Motion: for new hires to take Primex 10.

Made by: Jarvis. Seconded by: Nelson

Discussion – The group discussed pro's and con's of offering Primex 10 only if gravitating employees towards that, or choices. The Chair noted, if County contribution is within pennies and it's not a hardship

for NH Primex to offer the two plans, there is no good reason not to have choices. Mr. Chanis confirmed Primex had noted it was not a hardship.

Voice vote: Barrette and Nelson voted no. Jarvis voted yes. Motion defeated by majority.

4:38 Motion: for the County to continue to offer, as long as County contribution stays the same, choices.

Made by: Nelson. Seconded by: Jarvis.

Voice vote: All in favor.

Agenda Item No. 4.c. FY08 County Annual report bid review

The Board reviewed the "FY08 County Annual Report RFQ Review: As reviewed @ the October 14, 2008 Commissioners' Meeting" summary [Appendix F]. The Chair noted he was happy to use someone from within the county.

4:41 Motion: we have Letterman Press do the FY08 County report with wire binding.

Made by: Nelson. Seconded by: Jarvis.

Voice vote: All in favor.

Ms. Johnson-Callum confirmed this was for 225 annual reports.

Non Agenda Item Account Manager Position

Mr. Chanis confirmed they received three applications in the office by 10/3/08; however, none of the application resumes seemed to fit their criteria. He recommended re-advertising, doubling efforts with regards to the scope of where they advertise. Commissioner Jarvis requested copies of the three applicants. Ms. Johnson-Callum will provide those to Commissioner Jarvis. Commissioner Nelson noted Paul Brown spoke to him about the ad wording, and requested Mr. Chanis contact Mr. Brown. Mr. Chanis discussed his various contacts with Mr. Brown. Mr. Chanis reminded the Board they approved the draft job description, after review from Graham & Graham and Melanson Heath & Co. Mr. Chanis confirmed he spoke with Claremont's City Finance Director, Mary Walters regarding the draft, also.

Non agenda Item Building Systems Renovations

Mr. Chanis distributed a copy of *WV Engineering Associates PA* engineering services proposal for the renovation of the County Correctional Facility in Unity [Appendix G] and requested the Board consider waiving the bidding requirements; reasoning: the firm is one the County currently uses, they have all County plans, are very familiar with the current facility, have a history of coming in at a lower bid, are from the area, and very easy to get along with. He discussed the WV Engineering costs reflected on the third page of the proposal, which was broken down into three projects: 1) engineering services to replace the HVAC system @ \$27,000, 2) architectural services for renovation of roof and attic insulation systems @ \$9,000, and 3) architectural and structural services for mechanical room additional @ \$10,000. Supt. Cunningham spoke in favor of Mr. Chanis's recommendations. Mr. Chanis noted WV is willing to commence work immediately. Mr. Chanis noted he is not suggesting the County waive bids on new construction, just the engineering plans for renovations. Commissioner Barrette noted he was comfortable either way. Commissioner Nelson would like to see the project go out to bid. The Board did not want to make a motion on the waiving of the project. Mr. Chanis noted, in absent of

a motion, he would place the project out to bid and return to the Board when bids are received.

Agenda Item No. 5. Commissioners' Report

Agenda Item No. 5.a. UVLSRPC Dues Review & Ratification

Mr. Chanis brought to the Board's attention correspondence received from Upper Valley Lake Sunapee Regional Planning Commission [Appendix H.1-10, dated 10/10/08] regarding an increase in FY10 dues to \$721, from \$700 in FY09. The group discussed benefits to participating on the UVLSRPC board. Mr. Chanis pointed out Grafton County just became members this year. Ms. Johnson-Callum confirmed she would verify the last three year's fees, as Commissioner Nelson felt they only paid \$100, previously (since this meeting, SJC found fees were as follows: FY07 & FY08, both \$1,000 each).

Agenda Item No. 5.b. DES Guidelines for Coordinated Lake Management & Shoreland Protection Plans Hearing Request

Mr. Chanis noted Ms. Johnson-Callum contacted DES Public Information Officer, Jim Martin, to check when a hearing would be scheduled for the County area. They will keep the Board posted.

S.C.H.C. Administrator's Report: AR's

Mr. Purdy returned to the room and distributed a copy of the "Month-end Aged Analysis" (accounts receivables report) [Appendix I] reflecting \$660,919 effective Sep. '08, plus illustrating previous month totals, back to September 2007. Mr. Purdy noted the Board should expect receivables around 45-50 days, 1.3 – 1.4 in AR's at any one time. It was noted this illustrated there is opportunity to decrease AR's tremendously. Commissioner Barrette would like to know how much was uncollectible. Mr. Purdy confirmed they are able to go back one year with Medicaid and 18 months from original billing on Medicare. Commissioner Jarvis noted, based on her own personal experience, as long as a complaint is submitted, collections could go on for several years. Commissioner Barrette expressed concern regarding the issue, wanting to know how they got to this point and how to make sure this would be avoided in the future. He questioned if there were anomalies between what Genesis reported and what they are seeing now? Mr. Purdy noted the Business Office did not have time appropriate to compare billed vs. receipts, which is why this issue was brought up during the budget process and an Administrative Assistant position was placed in the budget, and just recently filled. Commissioner Barrette noted, if it was brought to the Board's attention, they could have made corrections; if they are at that point now, and they can't act fast enough to get this money in house, they have a problem; if more help is needed within the Business Office going forward, they need to address that. Commissioner Jarvis requested to see back to August / July. Mr. Purdy noted with two people now in place in the Business Office, they have the mechanism in place to make a significant dent.

Agenda Item No. 5. Commissioners' Report

FY08 NHAC Conference & Trade Show

Commissioner Barrette noted this year's NHAC Conference, held at Mt. Washington, was a nice event and indicated Sullivan County has been chosen to host the 2009 NHAC conference. Mr. Chanis noted he is meeting with Betsy Miller 11/2/08 to get

sense of host responsibilities and resources needed, and will bring Ms. Johnson-Callum to the meeting. He noted he has a group of people interested in helping. Supt Cunningham indicated he spoke to Mr. Kevin Warwick who will contact NIC (National Institute of Corrections) to fund a presentation piece on inmate reentry. Commissioner Barrette noted he spoke to NH Primex to help with the planning program. Mr. Chanis will keep the Board updated on the date and place of FY09 NHAC Conference & Trade Show.

Agenda Item No.6. Public Participation

Sheriff Prozzo brought forth a report regarding the outstanding AR's, noting, 8-10 years ago the County was right behind the eight ball with this issue and expressed the importance of knowing how much individuals owed the County. Commissioner Barrette noted he wants the course of action nailed down for AR's for September. Ms. Johnson-Callum pointed out the Board recently signed an invoice to pay an attorney for collections, but had not see with the PO indication of the revenue received for the collection.

Agenda Item No. 7. Meeting Minutes Review

The Chair noted they would not have time for review and to table to next meeting.

Agenda Item No. 8. RSA 91-A:3.II.a & c

The Board decided to table discussions of this personnel issue until the next meeting.

Non Agenda Item RSA 91-A:3.II.d. for discussions regarding acquisitions

Mr. Chanis noted he would like to speak regarding an issue pertaining to acquisitions that should not be discussed in public and recommended they go into Executive Session.

5:30 Motion: to go into the Executive Session Per RSA 91-A:3.II.d. for consideration of the acquisitions, sale or lease of property which, if discussed in public, would likely benefit a party or parties whose interest are adverse to those of the general community.

Made by: Nelson. Seconded by: Jarvis.

Those in Executive Session included: all three Commissioners, Mr. Chanis, Supt. Cunningham, Sheriff Prozzo and Ms. Johnson-Callum.

Roll call vote: All in favor.

5:52 Motion: to come out of Executive Session.

Made by: Nelson. Seconded by: Jarvis.

Voice vote: All in favor.

No formal action was required regarding the issue discussed in Executive Session. Updates regarding the issue will be discussed at a later date.

5:53 Motion: adjourn the meeting.

Made by: Nelson. Seconded by: Jarvis.

Voice vote: All in favor.

Respectfully submitted,


Ethel Jarvis, Clerk
Board of Commissioners

EJ/s.j-c.

Date signed: 10-28-08



Sullivan County NH, Board of Commissioners
Business Meeting

Tue. Oct. 14, 2008
3 PM Business Meeting

Place: Unity County Complex – Sullivan County Health Care Facility
5 Nursing Home Drive, Unity 03743

Revised - AGENDA

- | | | |
|--------------------------|-----------|--|
| 3:00 PM – 3:15 PM | 1. | Firing Range Update |
| 3:15 PM – 3:35 PM | 2. | D.O.C. Superintendent's Report <ul style="list-style-type: none">a. Promotionsb. Censusc. Staffing<ul style="list-style-type: none"><input type="checkbox"/> Pay Proposal for Line Staffd. Fence Project Update |
| 3:35 PM – 3:55 PM | 3. | Sullivan County Health Care Administrator's Report <ul style="list-style-type: none">a. Censusb. Staffing |
| 3:55 PM – 4:15 PM | 4. | County Administrator's Report <ul style="list-style-type: none">a. SCHC Advisory Panel Update<ul style="list-style-type: none">1. Review DRAFT invitation letter to panel participant2. Panel goals reviewb. Decision on New Hire Benefit Optionsc. FY08 County Annual Report Bid Review |
| 4:15 PM – 4:30 PM | 5. | Commissioners' Report <ul style="list-style-type: none">a. UVLSRPC Dues Review and Ratificationb. DES Guidelines for Coordinated Lake Management & Shoreland Protection Plans Hearing Request |
| 4:30 PM – 4:45 PM | 6. | Public Participation |
| 4:45 PM – 4:50 PM | 7. | Meeting Minutes Review <ul style="list-style-type: none">a. Sep 30, 2008 Publicb. Sep 30, 2008 Executive Session 4:59 PMc. Sep 30, 2008 Executive Session 5:23 PM |
| 4:50 PM – 5:05 PM | 8. | Executive Session Per RSA 91- A:3.II.a & c
For a personnel issue |
| 5:05 PM | 9. | Adjourn meeting |

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.



Upcoming Events/Meetings:

- **Oct 15th Wed. Delegation Meeting**
 - **Time:** 9:30 AM.
 - Place: Newport, 14 Main Street
- **Oct 21st Tue. NH Primex Health Insurance Information Session for Non-Union Employees (two sessions):**
 - **Time:** 9:30 AM & 11 AM
 - Place: Newport, 14 Main Street, Commissioners' Conference Rm.
- **Oct 22nd Wed. Community Mobility Project**
 - **Time:** 1:30 PM.
 - Place: Charlestown Community Room
- **Oct 23rd Thu. Special Commissioners Meeting: Exit Interview of the County's FY08 Audited Financials**
 - **Time:** 3 PM.
 - Place: Newport, 10 North Main Street, Sugar River Bank – Community Room.
- **Oct 28th Tue. Next Board of Commissioners Meeting**
 - **Time:** 3 PM.
 - Place: Remington Woodhull County/State Complex, 14 Main Street, Newport NH - Commissioners' Conference Room.

To: Supt. Cunningham
 From: Lt. Roberts
 Ref: population Breakdown

Tuesday October 14, 2008

POPULATION DATA:

House of Corrections	Pre-Trial Inmates	Protective Custody
Male - 46	Male - 37	Male - 0
Female - 9	Female - 5	Female - 0

THU- Included in the total of HOC male inmates above

Male- 16
 Female- 0

Total Population (In House) -

Home Confinement/EM	Weekender	Merr County
Male - 6	Male - 2	Male- 6
Female - 6	Female - 1	Female- 0
NHSP	Grafton County	Cheshire County
	Admin Transfer	Admin Transfer
Male - 9	Male - 0	Male - 4
Female - 2	Female - 1	Female - 2
Hillsborough County	Phoenix House/Farnum	Strafford Cnty
Admin Transfer		
Male - 2	Male - 1	Male- 0
Female - 0	Female - 0	Female- 0

Belknap County

Male- 2
 Female- 0

Total Census - 141

Temp Hold for other jurisdictions- Included in the above in house Total population

NHSP	Grafton County	Hillsborough County	Cheshire
Male- 2	Male- 0	Male- 0	Male- 1
Female- 0	Female- 0	Female- 1	Female- 0

Pre-Trial Services- 19

Male- 10
 Female- 9



Sullivan County Department of Corrections
103 County Farm Rd
Claremont, NH 03743

Intra-Department Memorandum

From: Ross L. Cunningham

Date: 10/3/08

Subject: CO pay proposal

At: DOC

To: Sullivan County Board of Commissioners

I have attached a proposal to increase the low end hourly rate of a Correctional Officer from 11.63 per hour to 12.66 per hour. This proposal is based upon surveying the other 10 Counties for their start/end rates for Correctional Officer and on their employee contribution rates for insurance.

The proposal is designed to move rates beginning 1/1/09 so any increases would effect only 13 pay periods of the FY09 budget. I have also provided the figure for a full budget cycle that will affect FY10. As you can see, some of the rates are staggered meaning that non-certified staff would no move fully to the new start rate until they received certification through NHAC Corrections Academy.

The plan has been discussed with both Peter Farrand and Greg Chanis who are both on board and in agreement with the proposed wage increase plan.

Your consideration of this proposal is greatly appreciated

Ross L. Cunningham, Supt.

Cheshire	Belknap	Grafton	Carroll	Sullivan	Coos	Hillsborough	Merrimack	Rockingham	Strafford
12.61/23.15	16.48/21.50	14.61/19.63	13.25/na	11.40/17.10	14.47/17.08	13.11/16.41	13.52/19.74	13.51/20.80	13.02/17.49

proposal to move low end hourly rate for line staff to 12.66/hr effective 1/1/09

Corr Officer	Current	Move to	Upon Certification
3 years	12.32	12.75	
5 years	12.66	12.95	
1 year	11.63	12.05	12.66
4 years	12.66	12.95	
1.5 years	11.93	12.75	
2 years	11.93	12.75	
1 year	12.32	12.75	started above base rate as previously certified
3 years	12.32	12.75	
9 months	11.98	12.05	12.66 started above base rate due to degree in crim justice
3 years	12.66	12.95	
2 years	11.93	12.75	
1 year	11.63	12.05	12.66
2 months	12.05		12.66 started above base rate as previously certified
2 months	12.05		12.66 started above base rate due to experience
3 months	11.63	12.05	12.66
vacancy	11.63	12.05	12.66
vacany	11.63	12.05	12.66
vacancy	11.63	12.05	12.66
vacancy	11.63	12.05	12.66

Upon review of the first 3 months of the FY09 budget lines for salary and all benefits we
so a current surplus figure of \$74,886.

The amount needed to cover the wage increases as shown above for 13 pay periods in FY09 is
\$11,405

The impact on the FY10 budget for a full year will be approximately \$23,000 - \$25,000
depending on the percentage of the cost of living increase for that budget year.

Current				Proposed			
salary	FICA	Retirement	Workers Comp	Salary	FICA	Retirement	Work Comp
12813	186	1517	443	13260	192	1570	458
13166	191	1559	455	13468	195	1595	466
12095	175	1432	418	13166	191	1559	455
13166	191	1559	455	13468	195	1595	466
12407	180	1469	429	13260	192	1570	458
12407	180	1469	429	13260	192	1570	458
12813	186	1517	443	13260	192	1570	458
12813	186	1517	443	13260	192	1570	458
12459	181	1475	431	12532	182	1463	433
13166	191	1559	455	13468	195	1595	466
12407	180	1469	429	13260	192	1570	458
12095	175	1432	418	13166	191	1559	455
6748	101	799	233	7090	103	839	245
6748	101	799	233	7090	103	839	245
12095	175	1432	418	12532	182	1463	433
12095	175	1432	418	12532	182	1463	433
12095	175	1432	418	12532	182	1463	433
12095	175	1432	418	12532	182	1463	433
12095	175	1432	418	12532	182	1463	433
225788	3279	26732	7804	235668	3417	27779	8144
263,603				275,008			
			Diff \$11,405				

Health Insurance Comparison

Sullivan County		Mid 10	High 5 - 12/1/08	
contribution				
single	10	29.57	20	63.53
2person	16.5	97.58	25	165.49
family	20	160.88	28	253.24
2em/2per	8.25	48.79	17.5	116.7
2em/family	10	80.44	20	172.8

Current High 5 - No annual deductible, \$5 copay for office visits, \$0/15/15 30 day supply prescription, \$0/1/1 90 day mail in

Mid 10 - \$250/750 for inpatient deductible, \$10 copay for office visits, \$0/20/30 for prescriptions whether at pharmacy or mail in

Union receives \$250 per month if employee has insurance elsewhere

Non Union receives \$40 per month if employee has insurance elsewhere will change for n.u. 12/1/08

Cheshire County Employee contributes 16 - 18%

single	58.76
emp/spouse	124.77
emp/child(ren)	93.59
family	144.15

Grafton County Matthew Thornton Employee contributes 14% or 20% depending on their date of hire

single	20	47.71
2 person	20	95.42
family	20	128.82

If the employee has coverage elsewhere they receive \$150 per month.

No annual deductible

\$5 copay for office visits

prescriptions are \$10/\$20/\$30 copay depending on type of medication

APPENDIX D I

MEDICARE							
	SEPTEMBER 2007 COMPARE	SEPT. 07 AVG. CENSUS	ACTUAL	AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	336	11	319	11	390	13	-71
REVENUE	\$137,143.93		\$140,783.33		\$167,700.00		-\$26,916.67
AVERAGE RATE PER DAY	\$408.17		\$441.33		\$430.00		\$11.33

PRIVATE							
	SEPTEMBER 2007 COMPARE	SEPT. 07 AVG. CENSUS	ACTUAL	AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	498	17	694	23	570	19	124
REVENUE	\$98,100.00		\$143,170.00		\$116,850.00		\$26,320.00
AVERAGE RATE PER DAY	\$196.99		\$206.30		\$205.00		\$1.30

MEDICAID							
	SEPTEMBER 2007 COMPARE	SEPT. 07 AVG. CENSUS	ACTUAL	AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	3,111	104	2,916	97	3,150	105	-234
REVENUE	\$484,258.26		\$450,726.12		\$475,366.50		-\$24,640.38
AVERAGE RATE PER DAY	\$155.66		\$154.57		\$150.91		\$3.66

HCBC (RESPITE)							
	SEPTEMBER 2007 COMPARE	SEPT. 07 AVG. CENSUS	ACTUAL	AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	3	0	1	0		0	1
REVENUE	\$452.16		\$160.32		\$424.66		-\$264.34
AVERAGE RATE PER DAY	\$150.72		\$160.32		\$0.00		\$160.32

MANAGED CARE							
	SEPTEMBER 2007 COMPARE	SEPT. 07 AVG. CENSUS	ACTUAL	AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	0	0	36	1		0	36
REVENUE			\$12,600.00				\$12,600.00
AVERAGE RATE PER DAY			\$350.00				\$350.00

	SEPTEMBER 2007 COMPARE		AUGUST 08				
TOTAL CENSUS	3,990		4,052				
AVERAGE CENSUS		131.6		132.0		137.0	

MEDICARE B NET REVENUE	SEPTEMBER 2007 COMPARE		ACTUAL		BUDGETED		VARIANCE
	\$2,542.28		\$5,848.36		\$7,879.80		-\$2,031.44

TOTAL MONTHLY REVENUE VARIANCE (\$14,933)

TOTAL REVENUE YTD SURPLUS/SHORTFALL (\$74,354.00)

APPENDIX D2

[illegible]

RESIDENT CENSUS - FY 08

[illegible]

Medicare Length of Stay Analysis
Sullivan County Health Care (SC)

Page 1 of 1
10/10/2008 4:03 PM
AR7400A

	Sep 2008	Aug 2008	Jul 2008	Jun 2008	May 2008	Apr 2008	Mar 2008	Feb 2008	Jan 2008	Dec 2007	Nov 2007	Oct 2007	12 Mos.	Calendar YTD
Total Admits & Readmits (All payer types)	12	14	15	11	12	11	13	10	15	11	16	17	157	113
MCR # Admits & Readmits	8	7	8	6	9	5	9	6	11	7	10	13	99	69
MCR # Discharges from facility	6	3	2	3	3	4	4	2	6	4	5	8	50	33
MCR Discharged LOS	30.5	12.3	9.0	45.3	35.7	36.8	24.3	37.5	21.5	31.8	11.4	24.1	26.1	28.2
MCR # End or A/R Change	5	5	7	2	4	5	3	4	8	5	4	3	55	43
MCR End or A/R Change LOS	42.2	65.0	55.4	41.0	52.0	77.2	39.7	55.5	76.5	69.8	45.0	100.0	61.5	59.4
Total Average MCR LOS	35.8	45.3	45.1	43.6	45.0	59.2	30.9	49.5	52.9	52.9	26.3	44.8	44.6	45.8
Total MCR Days	319	286	348	306	328	300	340	341	390	485	491	461	4395	2958
Rehab RUGs	269	244	268	254	316	265	324	276	277	402	425	384	3704	2493
% of Total MCR Days	84%	85%	77%	83%	96%	88%	95%	81%	71%	83%	87%	83%	84%	84%
Non-Rehab RUGs	50	42	80	52	12	35	16	65	113	83	66	77	691	465
% of Total MCR Days	16%	15%	23%	17%	4%	12%	5%	19%	29%	17%	13%	17%	16%	16%
Default Days														
% of Total MCR Days														
A ADL (low dependency)	85	78	53	43	78	101	92	64	74	101	77	152	998	668
% of Total MCR Days	27%	27%	15%	14%	24%	34%	27%	19%	19%	21%	16%	33%	23%	23%
B ADL (medium dependency)	150	79	125	31	52	91	64	78	140	176	220	132	1338	810
% of Total MCR Days	47%	28%	36%	10%	16%	30%	19%	23%	36%	36%	45%	29%	30%	27%
C ADL (high dependency)	84	129	170	232	198	108	184	199	176	208	194	177	2059	1480
% of Total MCR Days	26%	45%	49%	76%	60%	36%	54%	58%	45%	43%	40%	38%	47%	50%
Medicare Net Revenue	\$ 140,783	\$ 127,754	\$ 158,726	\$ 142,666	\$ 155,864	\$ 140,232	\$ 175,900	\$ 170,219	\$ 170,843	\$ 218,025	\$ 227,597	\$ 215,021	\$ 2,043,630	\$ 1,382,988

Note: This report includes only the selection criteria listed below.
Effective Date From 9/1/2008 Thru 9/30/2008

APPENDIX D.4.

Summary Admission / Discharge List

Sullivan County Health Care (SC)

Page 1 of 1
10/10/2008 4:04 PM
RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Discharges</i>
HCB	Home		1
	<i>HCB Subtotal</i>		1
INS	Acute care hospital	1	
	Home		1
	Hospital		1
	<i>INS Subtotal</i>	1	2
MCD	Assisted Living		1
	Expired		3
	Home	1	
	Hospital	1	4
	Private home/apartme	1	
	<i>MCD Subtotal</i>	3	8
MRA	Acute care hospital	3	
	Expired		2
	Home		2
	Hospital	5	1
	Nursing Home		1
	<i>MRA Subtotal</i>	8	6
PVT	Expired		1
	<i>PVT Subtotal</i>		1
<i>Total</i>		12	18

Note: This report includes only the selection criteria listed below.
Effective Date From 9/1/2008 Thru 9/30/2008

APPENDIX D5.

Summary Admission / Discharge List Totals

Sullivan County Health Care (SC)

Page 1 of 1
10/10/2008 4:04 PM
RI6300C

<i>Total From/To</i>	<i>Admissions</i>	<i>Discharges</i>
Acute care hospital	4	
Assisted Living		1
Expired		6
Home	1	4
Hospital	6	6
Nursing Home		1
Private home/apartme	1	
<i>Total</i>	<u>12</u>	<u>18</u>

Note: This report includes only the selection criteria listed below.
Effective Date From 7/1/2008 Thru 9/30/2008

APPENDIX D.6.

Summary Admission / Discharge List

Sullivan County Health Care (SC)

Page 1 of 1
10/10/2008 4:05 PM
RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Discharges</i>
HCB	Home	2	3
	Private home/apartme	1	
	<i>HCB Subtotal</i>	<u>3</u>	<u>3</u>
INS	Acute care hospital	2	
	Home		1
	Hospital	1	2
	<i>INS Subtotal</i>	<u>3</u>	<u>3</u>
MCD	Assisted Living		1
	Expired		4
	Home	1	1
	Hospital	6	12
	Private home/apartme	1	
	Psychiatric hospital	1	
	<i>MCD Subtotal</i>	<u>9</u>	<u>18</u>
MRA	Acute care hospital	6	
	Expired		2
	Home	1	4
	Hospital	16	5
	Nursing Home		1
	<i>MRA Subtotal</i>	<u>23</u>	<u>12</u>
PVT	Expired		1
	Home	2	4
	Hospital		1
	Private home/apartme	1	
	<i>PVT Subtotal</i>	<u>3</u>	<u>6</u>
<i>Total</i>		<u>41</u>	<u>42</u>

Note: This report includes only the selection criteria listed below.
Effective Date From 7/1/2008 Thru 9/30/2008

APPENDIX D.7

Summary Admission / Discharge List Totals

Sullivan County Health Care (SC)

Page 1 of 1
10/10/2008 4:05 PM
RI6300C

<i>Total From/To</i>	<i>Admissions</i>	<i>Discharges</i>
Acute care hospital	8	
Assisted Living		1
Expired		7
Home	6	13
Hospital	23	20
Nursing Home		1
Private home/apartme	3	
Psychiatric hospital	1	
<i>Total</i>	<u>41</u>	<u>42</u>

APPENDIX E.

	RN Hrs	RN \$	Avg RN Rate	LPN Hrs	LPN \$	Avg LPN Rate	LNA Hrs	LNA \$	Avg LNA Rate	Month hrs	Monthly Totals	Avg Rate
July	582.25	27138.87	46.61	804.25	35485.66	44.12	3359.5	84212.00	25.07	4,746	\$ 146,837	30.94
August	279.75	12912.24	46.16	566.75	25078.76	44.25	1507.75	44888.15	29.77	2,354	\$ 82,879	35.20
Sept	598.75	22593.71	37.73	1101.50	47509.59	43.13	4660.25	119904.51	25.73	6,361	\$ 190,008	29.87
Qtrly Totals	1460.75	62644.82	42.89	2472.5	108074.01	43.71	9527.5	249004.66	26.14	13,461	\$ 419,723	31.18
Avg hrs/day	92	15.9		26.9			103.6			146.3		

FY08 County Annual Report RFQ Review

As reviewed @ the October 14, 2008
Commissioners' Meeting

RFQ letters/emails sent 9/11/08 to six printers. Two printers did not respond. The following is a summary of the quotes received, from lowest to highest with notes as to type of binding.

Bids Received:

- | | |
|---------------|--|
| 1. \$1,244.00 | The Letter Man Press, Claremont
GBC or wire binding |
| 2. \$1,381.45 | Braden Printing, Keene
GBC binding |
| 3. \$1,392.70 | Braden Printing, Keene
Black spiral binding |
| 4. \$1,426.09 | Doolittle's PrintServe, Claremont
Stapled |
| 5. \$1,982.64 | Doolittle's PrintServe, Claremont
GBC |
| 6. \$2,040.99 | Valley Imaging, Lebanon
GBC or wire spiral |
| 7. \$2,576.64 | Doolittle's PrintServe, Claremont
GBC |

Also checked creating reports "in-house" using Staples to do just the copy portion. In doing so, the project cost would be much more than the 7th bid.

Proposed Motion: to accept the bid from Letter Man Press of \$1,244 for the printing of the FY08 County Annual Report.

wv engineering associates pa
11 king court keene new hampshire 03431 603 352 7007.

September 24, 2008

Mr. Greg Chanis
Sullivan County Nursing Home
5 Nursing Home Drive
Unity, NH 03743

Re: **Sullivan County Correctional Facility**
Building Systems Renovations
WVA Project No. 08035

Dear Greg:

We are pleased to submit the following proposal for Engineering services for the renovation of the County Correctional Facility in Unity, NH.

As discussed with you during our visit of September 3, 2008, this project is to include the following work:

- Complete replacement of the buildings HVAC systems including air handling and perimeter radiation; existing boilers and pumps to remain.
- Building exhaust ventilation system to be replaced.
- Building to be fully air conditioned.
- Complete replacement of the building control system.
- Renovate the roof and insulation envelope so that the attic becomes part of the warm space of the building.
- Provide a mechanical room building addition to house the new air handling system..

September 24, 2008
WVA Project No. 08035

Page 2

WVA Scope of Services

- Attend a kick off meeting with you at the site to, review existing conditions, discuss mechanical concepts and preliminary layouts, confirm the project scope, schedules and budgets.
- Mechanical design for the HVAC and plumbing systems shall include contract drawings and specifications. The documents shall be suitable for competitive bidding.
- Electrical design for the related HVAC systems shall include contract drawings and specifications. The documents shall be suitable for competitive bidding.
- Architectural design shall include contract drawings and specifications. The documents shall be for competitive bidding or construction by the County's staff.
- Tour the existing building, review on site conditions and confirm project requirements and goals.
- Prepare layout of schematic layout of drawings based on our walk through with recommendations, sizing, placement of equipment, and distribution. Deliver a check set to your office for review, and comment.
- Attend design review meeting at the site with related consultants, and your staff in attendance.
- Prepare construction drawings and specifications based on approved scope from design review.
- Attend final design meeting at your office with related consultants, and your staff in attendance.
- Finalize designs drawings and specifications, incorporating review comments and corrections.
- Deliver drawings and specifications to a printing establishment for printing and distribution.
- Attendance at a prebid meeting to review the Scope of Work with contractors.
- Assist your office during bidding and negotiations.
- Review material and system submittals.
- Attend regularly scheduled construction job meetings, as requested by your office, (3) three are included with this proposal.
- Prepare a punch list of construction work at project substantial completion.

September 24, 2008
WVA Project No. 08035

Page 3

Services Provided to the Engineer

- Liaison between our office, and state and local agencies.
- Copies of utility bills for electrical demand review.
- Printing and distribution of construction drawings and specifications.
- Construction administration at bidding and thereafter.

Engineering Fee for Services

Our fee for Engineering services to replace the HVAC systems, including normal reimbursable expenses for mileage, postage, photography and printing, will be billed monthly against a lump sum of Twenty-Seven Thousand Dollars (\$27,000.00).

Our fee for Architectural services for renovation of the roof and attic insulation systems, including normal reimbursable expenses for mileage, postage, photography and printing, will be billed monthly against a lump sum of Nine Thousand Dollars (\$9,000.00).


Our fee for Architectural and Structural services for the mechanical room addition, including normal reimbursable expenses for mileage, postage, photography and printing, will be billed monthly against a lump sum of Ten Thousand Dollars (\$10,000.00).

Thank you for the opportunity to submit this proposal. If there are any questions concerning any of the above, do not hesitate to contact us.

We look forward to another successful project.

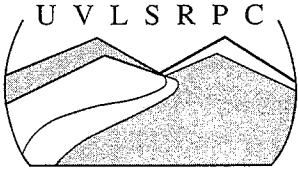
Very truly yours,

WV Engineering Associates, PA



Mark D. Vincello, PE

OCT 14 '08 AM 10:25



Upper Valley Lake Sunapee Regional Planning Commission

Sullivan County
County Commissioner's Office
14 Main Street
Newport, NH 03773

October 10, 2008

Dear County Commissioners,

The Upper Valley Lake Sunapee Regional Planning Commission respectfully requests \$721.00 from Sullivan County for its FY 2010 annual dues as members of the Regional Planning Commission.

The Commission voted at its August meeting not to assess dues at the current Cost Of Living, which by some estimates is as high as 6.3% because the staff has made a concerted effort to maintain costs through a number of measures including increased use of electronic media in place of printed documents. For this and other reasons the Commission approved a 3% increase in dues using the NH Office of Energy and Planning's 2005 population estimates, changing the dues rate from \$1.15 per capita in FY 09 to \$1.19 per capita for the fiscal year 2010. Sullivan County membership dues for the next fiscal year, July 1, 2009 through June 30, 2010 using this figure will be \$4.50 more than last year. We hope that you have seen the emergence of services and assistance that the Commission that is improving the region and will continue to support your efforts.

It has been an exciting year that has availed new opportunities for the Upper Valley Lake Sunapee Regional Planning Commission (Commission). This year we have enclosed an Annual Report that highlights some of the regionally significant initiatives the Commission has completed. For a more in depth look at the projects and technical assistance that has been provided throughout the region, we have enclosed the FY 09 Commission Accomplishments that can also be accessed digitally for your convenience at on our website, www.uvlsrc.org. Because of the length of the document we felt a synopsis would be better suited for the Annual Report. A copy of our yearly audit will be available on our website after it has been accepted by the Commission.

Municipal and County dues continue to be a decreasing percentage of the Commission's overall budget as we continue to build the capacity of the organization. However, dues remain a vital resource for three primary reasons. First, in fiscal year 2009 municipal and county dues will enable the Commission to leverage more than \$406,000 in federal and state funding sources that will provide services and local projects throughout the region. Second, dues allows the Commission to be available for technical assistance for inquiries regarding new legislation, planning board and other board procedural assistance, demographic research, funding source notification, ordinance and local regulations assistance. We are able to use portions of dues to bring regional programs to assist

communities in decision-making. In the past year, with the assistance of Program Committee, the Commission has provided educational forums on the new Comprehensive Shoreland Protection Act, energy programs available to communities, and planning webcasts through the American Planning Association. Third, the Commission receives approximately \$23,000 each year from the Office of Energy and Planning. This is the only state funding the Commission receives to provide technical assistance to the 27 communities within the region. With the exception of dues all other funding sources are project specific and do not afford the Commission the flexibility to assist communities when they inquire about local issues.

Last year the Commission created the Service Incentive Program (SIP). In its first few months, three communities took advantage of the program, saving them \$821.00. The SIP allows communities to use up to 15% of their paid dues each year, up to 50% of any project, toward assistance that they may need. The SIP is designed to assist communities in developing plans and taking action both regulatory and non-regulatory and is intended to help move communities closer to their stated goals and vision. For the fiscal year 2010 your community or county could use \$108.15 toward contracted services with the Commission through this program.

The Commission is currently undergoing a strategic planning process that will guide the organization over the next five years. We hope to hear from you how we can better serve the region as we move through this process. I am happy to meet with you at your convenience to provide an overview of how we can assist your community or answer any questions you have about the organization. Feel free to call or stop by the office.

In order to better represent your needs, as members you have the authority to appoint 2 Commissioners to help guide this organization. Our records currently indicate that Sullivan County has appointed the following Commissioners:

Jeff Barrette whose term expires in: Unknown

Please keep us up to date on any changes to Commissioner status so that we can ensure we are keeping them involved in all that we are doing. We look forward to another productive and engaging year.

Sincerely,



Christine Walker
Executive Director

CC: Jeff Barrette

**FY 08 Annual Report for the Upper Valley Lake Sunapee Regional Planning Commission
(Commission)**

The Commission is one of nine regional planning commission in New Hampshire created to coordinate all aspects of planning, act as a liaison between local and state/federal agencies and provide advisory technical assistance on land use issues. We serve 27 communities from Piermont to Charleston along the Connecticut River and from Wilmot to Washington to the east.

Over the past year the Commission has expended a significant amount of energy increasing visibility, public relations and identifying the needs of the communities, ultimately aimed at building stability and capacity in order to better address land use issues that are important to the long-term sustainability of the communities within the region. The Commission experienced a year of transition and expansion as it hired a Geographic Information Systems Analyst to provide mapping services and a new Executive Director to provide leadership and guidance.

Revenue for the Commission was \$565,964 for FY08. A large percentage of this funding comes from the Unified Planning Work Program utilizing Federal Highway Administration funding through the NH Department of Transportation. Other state and federal funding sources include the NH Department of Environmental Services, the NH Department of Safety - Homeland Security and Emergency Management, and the Office of Energy and Planning. Member communities and counties provide membership dues. In FY2008 this allowed the Commission to leverage approximately \$250,000 in state and federal funds, and provided with the Commission with just over 15% of its revenue.

The Commission consists of representatives appointed by the leadership of each member municipality or county. These Commissioners represent your community's interests in the work the Commission does. The Commission had ten new Commissioners appointed by various municipalities and counties expanding resources and expertise within its leadership and demonstrating considerable renewed interest in regional collaboration. Additionally, Grafton County became a member of the Commission this year.

Some of this year's highlights include completion of the Route 120 Phase I Corridor Study in Lebanon and Hanover and a number of Human Transit Coordination plans and Hazard Mitigation plans. The Commission assisted communities in developing Master Plans in Claremont, Cornish, Acworth, Enfield and Lyme which will enable communities to better align their policies and land uses decision with the goals expressed through community participation. Direct planning assistance was made available to Planning Boards in Orford, Wilmot and Springfield, and regulatory review and ordinance assistance was provided to Claremont, Plainfield, Springfield and Washington.

The Commission provides a significant amount of hours of technical assistance to communities that inquire about specific local issues, data requests or needed resources. The communities of Croydon, Lempster, Goshen, Cornish, Charlestown, New London, Hanover, Sunapee, Lebanon, Grantham, Dorchester, Newport, Unity, Orange, Enfield, Piermont, Plainfield and Leominster all took advantage of these services this past year. This past year we also received inquiries for assistance from regional and other organizations including the Sugar River Conservation Council, Connecticut River Joint Commissions, Mascoma River Watershed Council, Lake Sunapee Advisory Committee, The Nature Conservancy and Dartmouth College.

The Commission was engaged in over 45 projects within the region this year and has increased its capacity to serve the communities of the region. A list of some of this year's accomplishments and projects that were completed, as well as a copy of this Annual Report are available on our website at www.uvlsrc.org.

We have already begun work on many new initiatives in the region and thank you for your continued support.

Respectfully submitted,

Christine Walker
Executive Director

Commissioners serving your community during FY08

ACWORTH

Richard Bishop
John Tuthill

CANAAN

Laurie Hildebrandt
Tim Josephson

CHARLESTON

Eric Lutz
Jan Lambert

CLAREMONT

Bernard Folta

CORNISH

Gail McKenzie
J Cheston Newbold

CROYDON

Willis Ballou Jr.

ENFIELD

Sandra Akacem
Ken Daniels
Steven Schneider

GOSHEN

Melanie Bell

HANOVER

Katherine Connelly
William Dietrich
Michael Cryans

LEBANON

Sean Donovan
Joan Monroe
Larry LeClair

LEMPSTER

Terry Spada

LYME

Freda Swan

NEW LONDON

Peter Stanley

NEWBURY

Sheila Barry
Nancy Marashio

NEWPORT

Virginia Irwin
Jeff Kessler

ORANGE

Jay Heinrichs

ORFORD

Paul Dalton
Jonathan Sands

PIERMONT

Helga Mueller

PLAINFIELD

Stephen Halleran
Richard White
James Taylor

SPRINGFIELD

Kevin Lee

SUNAPEE

Aaron Simpson
Stephen White

WASHINGTON

John Sheehy

WILMOT

Richard Chase

SULLIVAN COUNTY

Jeff Barrette

AT-LARGE MEMBERS

*Peter Gregory – Two-
Rivers Ottauquechee RPC*
*Mark Scarano – Grafton
County Economic
Development Council*



President, Peter Stanley (New London) looks on as incoming President Shawn Donovan (Lebanon) gives closing remarks at the Commission's Annual Meeting held at the Mount Sunapee Resort in June 2009.

ED REPORT/ FY '08 COMMISSION ACCOMPLISHMENTS

- Project Work
 - Work on Master Plans throughout the region:
 - Claremont, Cornish, Acworth, Enfield and Lyme
 - Assisted Wilmot and Orford Planning Boards with reviews and meetings
 - Continued work on regulatory audit for Washington
 - Continued Short Range and ADA Transit plans for Sullivan County
 - Completed Natural Resource Inventory for Cornish Conservation Commission
 - Claremont zoning ordinance analysis
 - Coordinated Geographical Information System (GIS) training program in collaboration with University of New Hampshire (UNH)
 - Continued work on Hazard Mitigation plans for Croydon, Orange and Lempster, Grantham
 - Continued progress on Context Sensitive Solutions transportation project in Charlestown
 - Secured contract for Household Hazardous Waste Collections hauler for the region.
 - Finalized Hazard Mitigation Plans for Charlestown, Dorchester, Springfield and Goshen
 - Completed New London road inventory review
 - Field work for Hanover road inventory
 - Road inventory data processing for Sunapee, Grantham, Canaan and Charlestown
 - Participated in three public meetings to outline Sullivan County transit options.
 - Outlined work plan for Regional Environmental Planning Program (REPP) to include meeting with communities to deliver information regarding Innovative Land Use Ordinance project
 - Created flipchart describing Innovate Land Uses
 - Completed Grafton County Transit Coordination Plan
 - Continued analysis of potential park-and-ride facilities throughout the region as part of the Transportation Demand Management grant
 - Fieldwork for DOT in Claremont and Newport
 - Completed the Southern Grafton County Public Transit – Human Services Coordination plan.
 - Completed a lot-size averaging land use ordinance for Springfield
 - Completed mapping for the Connecticut River Join Commissions
 - Continued work on Lyme Master Plan
 - Coordinated the Transportation Advisory Committee and continued to work on new prioritization process for park & rides
 - Attended monthly Regional Planning Director's meetings
 - Presented or spoke at:
 - Upper Valley Business Alliance
 - Hanover Rotary
 - Upper Valley Chamber of Commerce
 - Ausbon Sargent Land Preservation Trust meeting

- I-93 Community Technical Assistance Program (CTAP)
 - Completed Source Water Protection plans for Croydon and Claremont
 - Assisted NHDOT in coordinating Governor's Advisory Council on Intermodal Transportation (GACIT) hearings throughout the region
- Technical Assistance to Communities
 - Met with Upper Valley Women's League of Voters
 - Met with Hanover planning staff to discuss GIS and data issues
 - Assisted Eastman Lakes and Ponds organization with outlining how to move forward with creating a management plan
 - Discussed with Claremont and Charlestown the opportunity for USDA funding for economic development
 - Reviewed request from Unity regarding rangeways
 - Created map for road segments
 - Reviewed Sunapee road inventory
 - Created base map for Orange Conservation Commission
 - Map for Advance Transit
 - Map for Mascoma Watershed Conservation Council
 - Data request for Claremont Housing Authority
 - GIS data request for unidentified resident
 - Met with Enfield to discuss potential park-and-ride locations
 - Met on a bi-monthly basis with leaders within Sullivan County on solid waste collaborations:
 - Jim Presher, the Executive Director of the Concord Regional Solid Waste Cooperative Fish & Game request for data
 - Collaboration with Antioch New England Institute
 - Fred Moody ()
 - Provided Grantham with steep slope analysis for NRI
 - Assisted the Sugar River Conservation Council with potential projects
 - Participated in NH DOT public scoping meetings for Enfield, New London, DHMC and IVC Holdings projects.
 - Data request regarding home-based business for Cornish
 - Local Source Water Protection grant coordination with Plymouth State University for Canaan Street Lake
 - Responded to Developments of Regional Impact and other region issues:
 - Lebanon five applications
 - Piermont land exchange Department Resource and Economic Development
 - Hanover one application
 - Coordination of forum for potential Mascoma River to be designated through the State Rivers Management Program
 - Assisted the Household Hazardous Waste Committee in their outreach efforts
 - Assisted with NH Department of Environmental Services program realignment forum
 - Participated in Regional Broadband forum at City Hall in Lebanon
 - Attended the NH Municipal Association regional dinner
 - Attended Federal Highway Planning and Research funding training

- Attended CommunityViz training
- Participated in Experience Dartmouth day
- Letters of support for Nature Conservancy and Southwest Regional Planning Commission regarding work on Achuelot River
- Met with the Sullivan County Comprehensive Economic Development Strategy Committee and Regional Development Director of the US Department of Commerce Economic Development Administration
- Data request regarding home-based businesses for Cornish
- Data request for NY Times on labor market and housing information
- Provided employment and housing data to Connecticut River Transit for a grant application
- Traffic data request from Claremont
- Assisted Unity with Planning Board process issues
- Traffic data request from Plainfield
- Discussed implementation of RSMS with Enfield
- Coordinated meeting with Commissioner Bald and town of Piermont to discuss pending federal/state land transfer
- Data request for Dartmouth College students
- Commission Committee work:
 - Finished full review of the Bylaws
 - Created preliminary FY '09 budget
 - Established Nominating Committee
 - Created a plan for retirement options for staff
 - Began work on Strategic Plan for the organization
 - Transferred reserve assets to federally insured CDs
 - Began development of a violence policy
 - Began discussion regarding creating a matrix for employment compensation
 - Rectified vacation/comp. time overruns
 - Updated components of the Regional Plan
 - Created programs for the Commission
 - Developed program for the Annual Meeting
 - Met for ½ retreat to kick-off strategic planning process
 - Began outline of the Strategic Plan for the Commission
- Proposals submitted
 - Submitted Statewide Projects and Research application to DOT on behalf of the City of Claremont for truck route study
 - Mapping for services for Lyme Properties, Inc.
 - Inclusionary Zoning Implementation Program consultant RFQ
 - Lempster Zone mapping
 - Endowment for Health funding for Sullivan Community Mobility Project
 - Submitted application through the Corporate Fund for assistance with Strategic Plan
 - Negotiated hazard mitigation planning funding with Homeland Security Emergency Management
 - Revised Unity HazMit plan

- Water Quality planning 604 (b) for Mascoma Watershed Conservation Council
 - Grafton County transit coordination through 5304 funds in collaboration with North Country Council and Lakes Region Planning Commission
 - Charlestown pilot Community Mobility Project through 5304 funds
 - Proposals for Natural Resource Inventories:
 - Piermont, Lebanon, Cornish, Unity, Orange and Sunapee
 - Created proposals for the Housing and Conservation Planning Program:
 - Acworth, Claremont, Charlestown, Goshen and New London
 - Proposals for Master Plan and ordinance work for communities:
 - Newport, Goshen, Plainfield, Cornish and Claremont
 - Solicited cost estimates for Route 120 Phase II
 - Created grant application for the USDA Solid Waste fund
 - Household Hazardous Waste Collection funding for the region
 - Developed a new service for communities with Washington creating a Regulatory Audit process
 - Build-out analysis for Lyme
 - Build-out analysis for Tax Increment Financing (TIF) district in Enfield
 - Corporate Fund application to complete the strategic plan
 - Funding to align NHDOT contract to accommodate Charlestown Context Sensitive Solutions planning project along Route 12
 - Developed a new service with New London to create GIS layer of town zoning
 - Washington Emergency Operations Plan
- Created/received contracts for:
 - Piermont for Natural Resource Inventory
 - Newport Master Plan
 - New London Zone mapping project
 - Lempster Zone mapping
 - Unity Natural Resource Inventory
 - Goshen for Mater Plan work
 - Lyme Master Plan work
 - Sunapee Natural Resource Inventory
 - Springfield Circuit Rider
 - FY '09 Office of Energy and Planning Grant
 - FY '09 Hazard Mitigation Planning for Cornish, Enfield, Canaan, Lebanon and Hanover
 - Editing Master Plan created by Acworth
 - Washington Regulatory Audit
 - Local Source Water Protection grant through NHDES for Canaan Street Lake
 - Washington Emergency Operations Plan
 - Programming, Education and Outreach, regarding planning:
 - Hosted three American Planning Association webcasts
 - Participated in Upper Valley Trails Alliance forum
 - Completed Fall, Winter and Spring newsletters

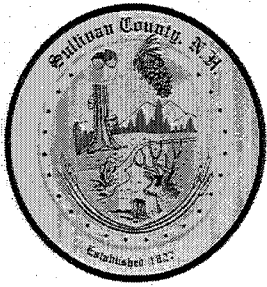
- Created an e-Bulletin for distribution of information, grants and announcements important to communities
- Incorporated new web-based survey tool
- Made periodic updates to the website
- Received notification that the Commission has been chosen as a consultant for the Inclusionary Zoning Implementation Program
- Attended the Upper Valley Home Show
- Developed and facilitated regional programming:
 - March program on Comprehensive Shoreland Protection with Arlene Alan from NH DES
 - Energy program that included Bob Varner, EPA Region I Director
 - Program on Solid Waste with representatives from the USDA
- Participated in Upper Valley TMA transportation demand management forum in Hanover
- Hosted Ray Burton at the Commission to discuss work and success of the Commission
- Met with Selectboards, Planning Board or town Administrators of the following municipalities to discuss the work of the Commission, current projects and inquire about needs of the community:
 - Croydon, Lebanon, Unity, Goshen, Claremont, Canaan, Lyme, Wilmot, Newport, Piermont, Grantham, New London, Acworth, Washington, Dorchester, Enfield, Sunapee, Hanover, Orford, Plainfield and Newbury
- Served on the following boards and organizational committees:
 - North Country Resource and Development Council
 - NH Rail Transit Authority
 - Upper Valley Transportation Management Association
 - Mount Sunapee Ski Area Advisory Committee
 - Statewide advisory panel for Safe Routes To School
 - North Country Comprehensive Economic Development Strategy Committee
 - NH Association of Regional Planning Commission
 - Grafton County Economic Development Council
 - Advance Transit
- Membership:
 - NH Association of Regional Planning Commissions
 - NH Planners Association
 - Northern New England Chapter American Planning Association (NNECAPA)
- Participated in following events:
 - NH DES Watershed Conference
 - Local Government Center annual conference
 - Municipal Association annual conference
 - NH Planners Association annual conference
 - NNECAPA annual conference
 - Congressman Hode's Grant Conference
 - National American Planning Association Conference in Las Vegas

- Hosted the Municipal Law Lecture Series
- Coordinated with GIS staff at Society for the Protection of NH Forests and City of Lebanon
- Toured the City of Lebanon with Commissioner Bald and City officials to discuss economic issues
- Internal Operations:
 - Installed new servers for computer system
 - Purchased CommunityViz, an extension for our GIS system
 - Purchased Constant Contact communication tool
 - Created outline and worked on service book that will provide an outline for communities of the services available from the Commission
 - GIS database organizations and inventory
 - Set up auto-payroll system for employees
 - Created flex-time policy for staff

Month-end Aged Analysis
Sullivan County Health Care (SC)
For the Month of Sep, 2008

Resident (Res #) (Discharge Date)														Balance
Type Balance	Sep '08	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep '07	
Aged Analysis Summary													7,552.26	10,438.02
HCB	160.32	320.64-	641.28	2,404.80									115,126.01	262,892.81
INS	21,073.70	11,562.67	7,017.08	7,565.73	10,564.08	22,855.54	11,920.48	9,505.35	10,817.65	8,784.56	11,818.50	14,281.46	60,460.75	708,823.61
MCD	364,095.92	44,290.55	32,460.67	31,761.80	35,031.00	30,343.09	31,910.92	20,041.27	19,078.27	20,026.02	5,547.07	13,776.28	20,716.21	23,051.11
MCP										509.45	262.50-	6,526.64	19,263.65	370,147.62
MRA	114,671.33	100,874.34	37,988.42	16,105.26	26,760.54	11,112.25	953.01	18,191.28	17,453.95	5,025.87	5,426.55	2,893.90	90,952.48	258,602.95
MRB	21,107.87	29,648.27	10,764.99	17,216.34	20,586.89	13,106.27	12,276.99	23,570.39	6,026.14	8,650.64	474.46	3,733.09	107,139.41	211,010.99
MXA	15,757.38	17,975.72	12,846.03	18,927.85	9,130.04	1,792.00	1,516.64	2,382.73	10,685.00	932.70	551.99	736.70-	18,295.59	33,264.77
MXB	2,964.25	3,037.83	5.07	61.57-	1,588.52	1,946.02	2,115.55	1,815.95	809.57				40,351.49	220,274.25
PVT	81,334.00	16,239.70-	4,823.21	38,116.59	17,856.92	16,506.60	6,286.49-	7,717.63	14,073.00	9,621.00	3,390.00	9,010.00	22,388.31	12,681.23
RES	39,754.50	38,413.86-	5,334.58-	2,775.86-	5,002.14-	3,696.41-	3,168.46-	1,024.55	2,335.51	1,191.31	1,730.77	2,647.59	375.00-	375.00-
PHC														
Totals:	660,919.27	152,415.18	101,212.17	129,260.94	116,515.85	93,965.36	51,238.64	84,249.15	81,279.09	54,741.55	28,676.84	54,467.16	501,871.16	2,110,812.36
	31.31%	7.22%	4.79%	6.12%	5.52%	4.45%	2.43%	3.99%	3.85%	2.59%	1.36%	2.58%	23.78%	100.00%

FENCE UPGRADES
PROPOSAL



Sullivan County Department of Corrections
103 County Farm Rd
Claremont, NH 03743

Intra-Department Memorandum

From: Supt. Cunningham

Date: 10/14/08

Subject: Fence Proposal

At: DOC

To: Board of Commissioners

Capt. Milliken contacted local fencing companies to submit proposals on the fencing/recreation yard for the approved DOC upgrade project.

Two companies responded – Fences Unlimited and Springfield Fence.

The Captain tried to find a third company to submit a proposal without success.

Fences Unlimited was chosen for the project based upon the figures submitted by both companies. We still have to meet with Eric from fences unlimited to determine value engineering to meet the allocated expenses for the project – currently the proposal is over the approved amount.

Ross L. Cunningham